



Tony Evers, Governor
Dawn Crim, Secretary

April 23, 2020

Elisa Cappozzo, Clerk
Town of Brookfield, Waukesha County
645 N Janacek Road
Brookfield, WI 53045-6052
clerk@townofbrookfield.com

VIA EMAIL

Re: Town of Brookfield, Waukesha County Jurisdiction Request for Commercial Electrical Permitting and Inspecting

Dear Elisa Cappozzo,

I am pleased to inform you that your municipality has met all the requirements under the provisions of Wis. Admin. Code § SPS 316.011(1) to exercise jurisdiction over the inspection of electrical wiring installations at farms, public buildings, places of employment, campgrounds, manufactured home communities, public marinas, piers, docks, or wharves and recreational vehicle parks.

Pursuant to Wis. Stat. §§ 101.02 (5) and (15) and 101.82 (2m), the Department delegates your municipality the primary responsibility to perform commercial electrical permitting and inspecting for all installations under Wis. Admin. Code § SPS 316.012(1)(a) to be constructed within the limits of your municipality. An exception to this delegation is that our agency retains jurisdiction for permitting and inspecting for all state-owned buildings pursuant to Wis. Stat. § 13.48(13).

As a condition of the delegation, you are required to comply with the following:

- Maintain your municipality's registration as an inspection agency.
- Provide the Department with a copy of any revisions to your municipality's electrical ordinance.
- Employ or contract with certified commercial electrical inspectors or independent inspection agencies.
- Provide the Department with any changes to the names of its certified commercial electrical inspectors and independent inspection agencies employed or contracted by the municipality.

Please note the following items to be addressed in your ordinance:

- § 16.12(1) specifies license requirements. Note the license exceptions provided under [Wis. Stat. § 101.862\(4\)](#).
- § 16.13(5) specifies that emergency work performed without a permit shall be reported to the inspector within 24 hours. Per [Wis. Admin. Code § SPS 316.012\(1\)\(b\)](#), the owner of the premises where the installation is to occur, or their agent, shall submit a permit application for the emergency work no later than the next business day after commencement of the installation.
- § 16.12(6) specifies requirements for Special Permits, which may not conform with the electrical requirements of your ordinance. Special/Temporary permits are not provided for under Wis. Admin. Code § SPS 316. All electrical permits for the installations described in [Wis. Admin. Code § SPS 316.012\(1\)\(a\)](#) shall follow the requirements of Wis. Admin. Code § SPS 316. If the temporary installation is not provided under [Wis. Admin. Code § SPS 316.012\(1\)\(a\)](#), reference another SPS code as appropriate (e.g. [Wis. Admin. Code § SPS 334](#) for amusement rides).

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 316.011(1)(c) by providing the Department with a 60-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

I understand that Charles M. Dwyer will be the commercial electrical inspector responsible for enforcement and has the proper certification to do so.

Our electrical consultant for your area, Anthony Tadysak, at (262) 895-9078, is available to assist in any questions or concerns your municipality may have with implementing commercial permitting and inspecting services.

The Division of Industry Services looks forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Michael D. McNally Jr." in a cursive script.

Michael D. McNally Jr.
Section Chief, Electrical Program

cc: Garry Krause, Bureau Director, Technical Services Bureau
Anthony "Tony" Tadysak, Electrical Consultant, Technical Services Bureau